

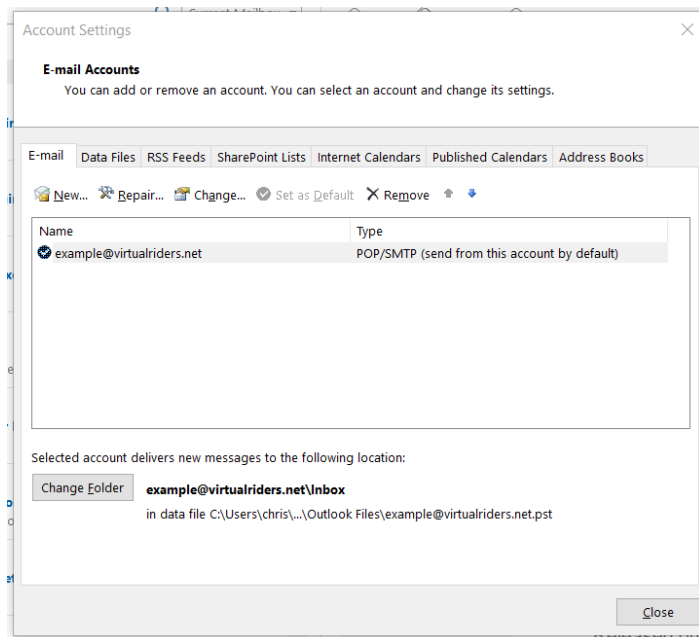
Enhanced email security settings

Email is an area of increasing vulnerability, requiring both the end user (the email address owner) and the mail server to be more vigilant and responsible. As a result your email can now only be accessed by using secure access (SSL) For many this is already in place, but for some there may be some changes required to your email program. You can see the changes you need to make for Outlook below. These settings may look different on your program but they all need to use the values below. You don't need to make any changes if you use webmail. Further information can be found at:

<http://tservices.co.uk/email-configuration-settings/>

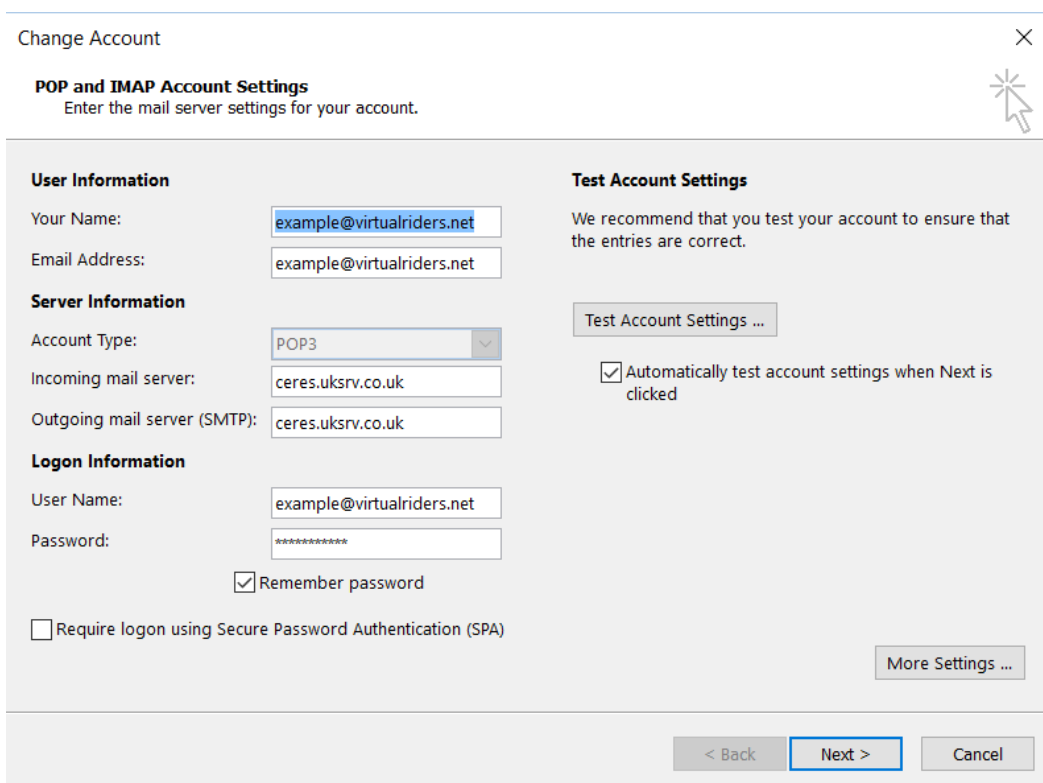
How to make the changes in Outlook

The changes to be made are in the **account settings**. In older versions of Outlook this is under **tools**, In newer versions, go to **File, Account settings, account settings... add and remove...**



The box that pops up will have your email address (account) in the middle area. Click it once (it turns blue) and then press **Change** (above that box). You may have more than one account. If they use our servers, then each will have to be changed.

Once you have clicked the **Change** box you will be shown the screen below,



Your email address will be in the boxes where *example@virtualriders.net* appears. Your password will be in the bottom box where the stars are.

YOU DO NOT NEED TO CHANGE THOSE ENTRIES.

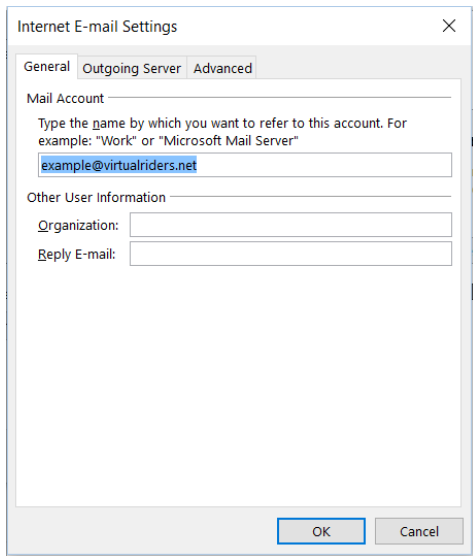
The server settings need to be the same as in the boxes to the left:

ceres.uksrv.co.uk

Make sure **Remember Password** is ticked.

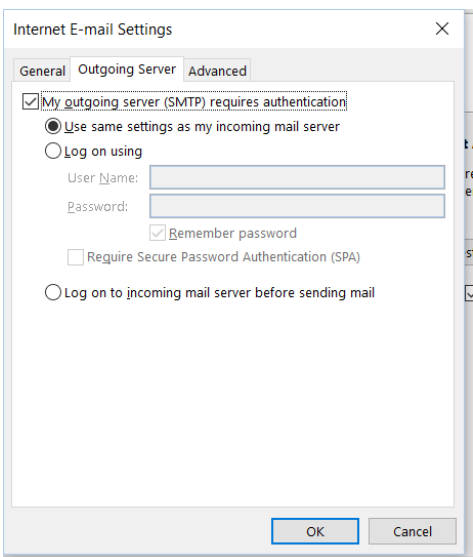
That's the first bit done.

Now press the button titled **More Settings...**



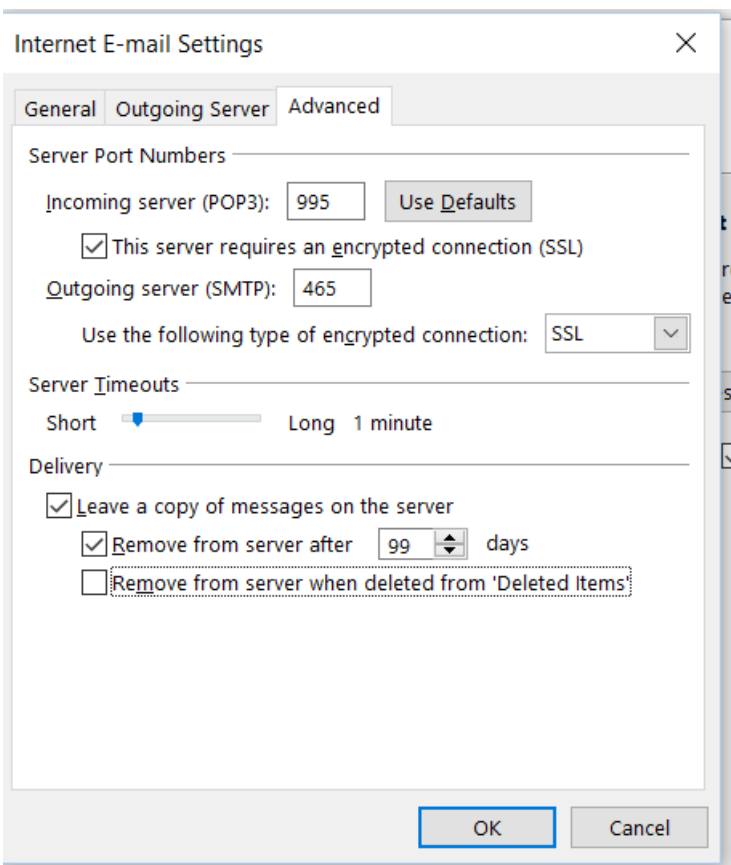
Having pressed **More Settings**, this is the screen that pops up. You can see there are 3 tabs. The **General** tab does not need to be adjusted.

Click on the second tab, **Outgoing Server**.



The **Outgoing Server** settings needs to be ticked to require authentication. And you need to be using the same settings as the incoming server.

The final changes need to be made under the **Advanced** tab.



Tick the box where it says *This server requires an encrypted connection* and make sure the *Incoming Server (POP3)* has **995** in the box. If it says *IMAP* then **993** needs to be in the box and the encryption type is **SSL**.

Make sure the *outgoing server (SMTP)* value is set to **465** and

The *encrypted connection* type is set to **SSL**

You can make changes to the **delivery settings** if you wish—they don't impact on picking up the mail, just on your mail box getting full.

Press the OK button and then press the **Next** button. Outlook will then check the settings. If all is well a new dialogue box pops up with 2 ticks. Press **Close** and then press **Finish**.

YOU HAVE NOW COMPLETED THE CHANGES.

If there is a problem a password request box pops up. Do not bother to enter different details here, Just press cancel and check all the settings again. If it fails again call 07910565410.